

Request for SES Noncareer or Limited Appointment Authority

Part A - Agency Information

1. Agency name		2. Date of request (<i>mm,dd,yyyy</i>)		3. Date received at OPM (<i>mm,dd,yyyy</i>) (<i>OPM use only</i>)	
4. Agency point of contact		Telephone number	FAX number	E-mail	
5. U.S. Office of Personnel Management Office of Executive Resources Management 1900 E Street NW, Room 6484 Washington, DC 20415-0001 Attention _____ FAX number is (202) 606-2126			6. Request(s) for: <input type="checkbox"/> New noncareer appointment <input type="checkbox"/> Reassign a noncareer appointee <input type="checkbox"/> Limited appointment Requested duration: _____ months <input type="checkbox"/> Limited term appointment (not to exceed 36 months) <input type="checkbox"/> Limited emergency appointment (not to exceed 18 months) <input type="checkbox"/> Extension of limited appointment <input type="checkbox"/> Change in title (show below) <input type="checkbox"/> Other (specify on supplemental sheet)		
7. Position title		8. Position number		9. EIS control number	
10. Name of candidate		11. Recruited from (if Federal, identify agency, appointment type and level)			

Endorsement Statement

I endorse the above request made to the Office of Personnel Management. I certify that the position is a General position and certify that the candidate meets the professional/technical, executive and managerial qualifications for this position.

12. Department/Agency head name	13. Department/Agency head signature (<i>or designee</i>)	14. Date signed
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Part B - Agency White House Liaison

1. Agency White House Liaison name	2. Telephone number
3. Agency White House Liaison signature	4. Date signed

Part C - OPM Use Only

1. <input type="checkbox"/> Your request for a new noncareer appointment authority, reassignment or change is: <input type="checkbox"/> Your request for a limited term or limited emergency appointment authority for the duration of _____ is:		<input type="checkbox"/> Approved <input type="checkbox"/> Approved with modification → <input type="checkbox"/> Disapproved <input type="checkbox"/> Returned without action	Modification: <div style="border: 1px solid black; height: 100px; width: 100%;"></div>
2a. Number of noncareer allocations, if approved →	2b. Percent of SES space allocation → %		
3. OPM White House Liaison signature		4. Date signed	
5. Signature of OPM approving official	6. Title of OPM approving official	7. Date signed	

Instructions for Completing OPM Form 1652
Request for SES Noncareer or Limited Appointment Authority
This form has been prepared for you in a JetForm fillable format

Please fill in the requested information as follows:

Part A: Agency SES Contacts/HR Office:

Box 1, 2, & 4 - Self-explanatory

Box 3 - Please leave blank - for OPM use only.

Box 5 - Fill in the appropriate name of your Agency Officer in OPM's Office of Executive Resources Management

Box 6 - Use your cursor and click on the appropriate **Box** for the type of request you are making. Provide additional information, such as justification, description of project, as required.

Box 7 - Enter the title of the position the candidate will be appointed to, if the request is approved.

Box 8 - Enter the position number of the position you entered in **Box 7**.

Box 9 - Enter the case number assigned automatically when you successfully entered the data for this appointment in the Executive Information System (EIS). Please note: this request will not be processed without an EIS control number.

Box 10 - Self-explanatory

Box 11 - If the candidate is not a current Federal employee, please enter the current title and employer.

Box 12 - Type in the name of the Department/Agency head or appointing authority for SES positions who has certified that the proposed appointee meets executive, professional/technical, and managerial qualifications of the position to be filled.

Box 13 - Signature of the Department/Agency head or other appointing authority for SES positions. A designee who is not the appointing authority may sign this block if the agency retains in its files the appointing authority's written determination that the individual meets the qualifications of the position.

Box 14 - Self-explanatory.

Please note: Once Part A is completed, the form is printed and forwarded to the Agency White House Liaison. It helps to have your printer set to "**Shrink to fit**", "**Fit to page**" or "**Print as Image**", with Adobe Acrobat files, otherwise they may print to the edge of the page or you may not get all of the image to print correctly, or all of the words will run together.

Part B - Agency White House Liaison - to be used only when requesting noncareer SES authority or when the candidate must be endorse by the White House.

Box - 1 and 2, Self-explanatory. The White House Liaison provides the White House Office of Presidential Personnel a copy of this request, along with other appropriate documentation on the candidate for the position

Box 3 and 4. Once the White House Liaison has received confirmation that the White House has endorsed the candidate for the position being filled, the White House Liaison signs and dates **Box 3 & 4**, and provides the form to the agency HR SES contact. The SES contact faxes the form to OPM, Office of Executive Resources Management (OERM), on 202 606-2126.

Part C: Office of Executive Resources Management (OPM)

OERM will be responsible for Part C, and will notify the agency SES contact/HR Office of the status of the request, once a determination has been made, and appropriate signatures are obtained.

Please contact your Agency Officer if you experience any problems with the form, or if these instructions need further clarification. (SES Staffing Center 202 606-2246)